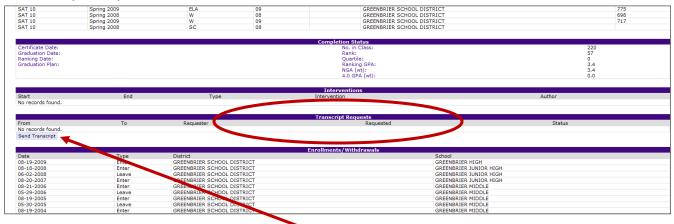




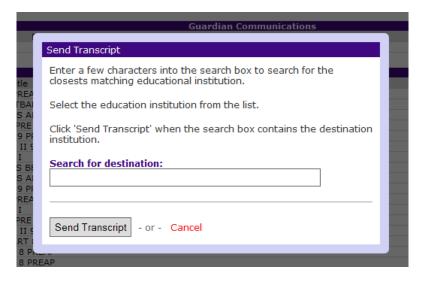
## Sending a Transcript to a College or Higher Ed

To send a transcript to a college or the Department of Higher Education, you will need to first view the student transcript (see the "Viewing Student Records/RequestingTranscripts" document for assistance).

Review the transcript for accuracy, then scroll to the bottom of the page, to the "transcript requests" area.



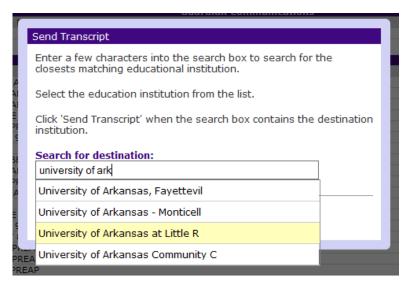
Click the "Send Transcript" button Send Transcript and the Send Transcript window will appear.







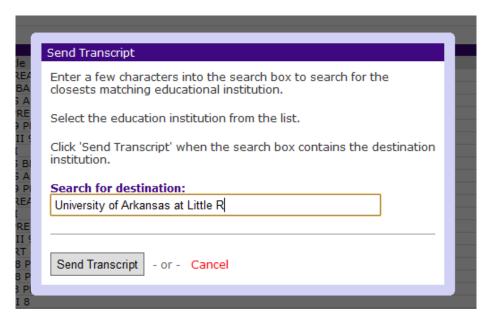
Begin typing the name of the College or Institution and Triand will populate a list of matching options.



Select the correct College or Institution by clicking on the name in the list.

Note: Be sure to use the formal name of the institution (i.e. "University of Central Arkansas" not "UCA".

## Click "Send Transcript" to complete the transaction.









A record of any transcripts sent will appear in the Triand Requests area and will display the following information:

- 1. The Triand user name (email address) of the person who sent the transcript.
- 2. The College or Institution where the transcript was sent.
- 3. The date the transcript was sent.
- 4. The status of the sent transcript.
  - In Queue means the transcript will be sent after the Triand nightly update.
  - Sent means the transcript has been sent.
  - Completed means the College or Institution has received the transcript.

To view a list of all transcripts requested or sent by your school, go to the reports area in Triand and view the "Transcript Report". You will be able to view this information at district level, school level and student level. For more information on reports, see "Viewing Assessment Data" document.